



Office of the Registrar

# Transcript Request Form

Borough of Manhattan Community College  
The City University of New York  
www.bmcc.cuny.edu

199 Chambers Street, S315  
New York, NY 10007-1097  
tel. 212 220-1290  
fax. 212 220-1254

**Instructions:**

1. Fill out the form clearly and completely.
2. Go to the Bursar's Office (Room S-330) to pay \$7.00 processing fee (Transcripts mailed to CUNY institutions are free and you may skip step 2.)
3. Drop off the form in the Panther Station (Room S-225).
4. Bring the yellow copy with you on pickup day.

**Note: Transcripts not picked up within 4 weeks will be discarded.**

8-digit CUNYfirst ID or 9-digit Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Previous Name (if any)

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Please choose from the following:

Pick Up

Mail: Please provide the name and mailing address of the college/organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are a current student please let us know if you want us to hold transcript processing for the following: *Please note the transcript will not be printed until after the end of the semester.*

Hold for Current Semester Grades

Hold for Degree Posting

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please allow at least 3 business days for pick up and 5-7 business days to process for mail delivery.**

Please note that current students can access their unofficial transcript free of charge through their Student Center in CUNYfirst. Use the following navigation to view/print your unofficial transcript instantly.

Navigation: **Self Service** → **Student Center** → **Academics** → **Other Academic** drop down → Select **Transcript: View Unofficial** → Click the **Go** icon/pointer next to it → Click **View Report** → Unofficial transcript will open up in a new window.

**For Bursar Only:** Payment Received by \_\_\_\_\_

**For Registrar Only:** Transcript Ready for Pick up \_\_\_\_\_ Date \_\_\_\_\_ Transcript Mailed \_\_\_\_\_ Date \_\_\_\_\_